



City of Tigard

Room Reservation Application

Conference rooms in the Tigard City Hall (13125 SW Hall Blvd.) and the Water Building (8777 SW Burnham St.) are available for reservation Monday through Sunday, 8:00 a.m. to 10:00 p.m. The minimum reservation period is two hours. Include time in your reservation request for both set-up and clean-up. Please forward the application, rental fee, and/or deposit to: City of Tigard, 13125 SW Hall Blvd., Tigard, OR 97223.

Event date: _____ Hours of reservation: From: _____ To: _____
(Must include set-up and clean-up time)

Organization/individual requesting use: _____

Contact person: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Day phone: _____ Evening phone: _____

Phone Number To Reach You During Your Event _____

Person who will pick up room key from the Police Department: _____

ROOM(S) ☐ Town Hall Room ☐ Red Rock Creek Conference Room
REQUESTED: ☐ Richard M. (Dick) Brown Auditorium

Type of event: _____ User group category: _____

Size of group: _____
May not exceed room capacity

Room Rental Fees: The rates shown below are hourly rates.
Please see the Policies and Procedures for the definitions of the user groups.

Room	Capacity	Group 1	Group 2	Group 3	x # of hours		Fee
Town Hall Room	90	\$10.00	\$15.00	\$20.00		=	
Red Rock Creek Conference Room	20	\$5.00	\$10.00	\$15.00		=	
Richard M. (Dick) Brown Auditorium	150	\$12.00	\$17.00	\$22.00		=	

Party, Reception, Potluck? Add Additional \$100 Cleaning/Security Deposit \$ _____

TOTAL OWING: \$ _____

Please make sure to sign the back page. Application will not be processed unless signed.

Please read the *Policies and Procedures for Reserving City of Tigard Meeting Rooms* and the following information prior to signing this Room Reservation Application.

Making a Reservation

- All reservations require submission of a *City of Tigard Room Reservation Application*.
- All reservations must be made at least ten (10) business days prior to the event.
- **To complete the reservation process, the application, rental fee and/or security deposit must be received by the City ten (10) business days prior to the reservation date.**
- Reservation requests will be "tentatively" held for ten (10) business days from the date of the room use request. If the application and rental fee are not received within the tentative reservation time, tentative reservations will be released and the room made available to others.
- If required, the \$100.00 refundable security deposit is due ten (10) business days in advance of the rental date.
- Applicants must be 21 years of age or older.

Advance Reservations

The City's goal is to allow as many different groups as possible an opportunity to use the facilities. One time room use may be reserved up to six months in advance of a function. Recurring room use may be reserved up to one month in advance.

Cleaning/Security Deposit

A refundable security deposit of \$100.00 is required for parties, receptions and potlucks. The deposit is not required when light refreshments will be served at a meeting. The deposit is due a minimum of ten (10) business days in advance of the rental date. Refund of the security deposit is based on whether ALL policies and procedures have been followed. Cleaning supplies and equipment must be provided by the user. Please see the policies regarding room use for details on the return of the deposit.

Cancellation or Relocation

Please submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than 2 days notice.

All efforts will be made to keep approved room reservations intact; however, the City retains the right to relocate or cancel a function if necessary. The Richard Brown Auditorium is used as the City's Emergency Operation Center. It may be necessary to cancel your event without notice. We will make every effort to relocate your event.

I agree to protect, indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. I further understand the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.

I have read the *Policies and Procedures for Reserving City of Tigard Meeting Rooms* and the information on this form. I further agree to abide by the Policies and Procedures as well as the ordinances of the City of Tigard and I accept responsibility for any violations as they may pertain to the application.

Signature _____ Date _____

FOR OFFICE USE ONLY

Room Use: Approved ☐ Disapproved ☐ _____ Date _____
Administrative Services Manager

Date logged _____ Date Applicant notified _____